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Bulletin Number	12574BR
Type of Recruitment	Interdepartmental Promotional Opportunity
Department	Human Resources
Position Title	INVENTORY CONTROL ASSISTANT I
Exam Number	R0735E
Filing Type	Standard
Filing Start Date	11/08/2012
Filing End Date	12/03/2012
Filing End Time	5:00 pm PST
Salary Type	Monthly
Salary Minimum	2560.64
Salary Maximum	3436.64
Position/Program Information	<p>Performs inventory control work of a physically strenuous nature and maintains related records within an established procedural framework.</p> <p>Positions allocable to this class are distinguished by their full-time responsibility for inventory control of supplies and equipment and for maintaining related records.</p>
Essential Job Functions	<p>Makes periodic and spot field-inventory counts of new and existing supplies and equipment including items which may be difficult to identify from written inventory descriptions.</p> <p>Investigates and identifies differences between existing inventory records and physical inventory of supplies and equipment and writes reports explaining discrepancies.</p> <p>Computes the value of inventory based on price changes or depreciation and adjusts records.</p> <p>Explains inventory control procedures to line personnel. Moves supplies and equipment, may climb to high places and operate supply handling equipment when counting or checking inventories.</p> <p>Performs various other duties related to supply and inventory control activities such as checking and coding documents reflecting stock and equipment transactions, posting such transactions to stock and equipment ledgers, preparing statistical reports reflecting inventory operations, and preparing standard supply and inventory control documents.</p>
Requirements	<p><u>MINIMUM REQUIREMENTS:</u></p> <p>One year's specialized clerical experience in bookkeeping at the level of Los Angeles County's Class of Account Clerk I*. -OR- One year's specialized clerical experience in connection with requisitioning, receiving, storing, issuing, inventorying and inspecting supplies and equipment.</p>
Physical Class	Physical Class III – Moderate: Includes standing or walking most of the time, with bending, stooping, squatting, twisting, and reaching; includes working on irregular surfaces, occasionally lifting objects weighting over 25 pounds, and frequent lifting of 10-25 pounds.
Special Requirement Information	*In the Los Angeles County services, an Account Clerk I is defined as performs accounting clerical work in the maintenance of accounting records within a comprehensive established framework of procedures, under general

supervision.

VERIFICATION OF EXPERIENCE LETTERS (VOEL) WILL NOT BE ACCEPTED FOR THIS EXAMINATION. VOEL PREVIOUSLY SUBMITTED FOR OTHER EXAMINATIONS WILL ALSO NOT BE CONSIDERED. THE EDUCATION AND EXPERIENCE LISTED ON YOUR APPLICATION IS SUBJECT TO VERIFICATION AT ANY POINT DURING THE EXAMINATION AND HIRING PROCESS, INCLUDING AFTER AN APPOINTMENT HAS BEEN MADE. FALSIFICATION OF ANY INFORMATION MAY LEAD TO DISQUALIFICATION OR RECISSION OF APPOINTMENT.

Withhold Information: Permanent employees who have completed their initial probationary period and hold a qualifying payroll title may file for this examination if they are within six months of meeting the experience requirements by the last day of filing.

**Examination
Content**

This examination will consist of a written test weighted 100% that contains both computerized and paper-and-pencil components covering written expression, reading comprehension, data analysis and decision making, office practices and procedures, customer service, achievement and orientation, dependability, customer service potential, customer focus, conscientiousness, retention, knowledge, of inventory control methods and procedures, knowledge of County Code (Inventory Control), knowledge of warehouse tools and equipment, knowledge of warehouse safety procedures, and knowledge of software programs.

TRANSFER OF SCORES:

Applicants that have taken any identical written test part(s) for the following exams within the last twelve (12) months, will have their written test scores for the identical test part(s) automatically transferred to this examination:

- Clerical Series - Exam No. 221
- Forensic Attendant - Exam No. 237
- Head Clerk - Exam No. 181
- Intermediate Supervising Clerk - Exam No. 157
- Payroll Clerk I - Exam No. R1331E
- Payroll Clerk II - Exam No. R1334E
- Procurement Aid - Exam No. R2343G
- Procurement Assistant I - Exam No. R2344E
Procurement Assistant II - Exam No. R2346F
- Senior Clerical Series - Exam No. 123
- Supervising Clerical Series - Exam No. 116
- Warehouse Worker I - Exam No. 145

Applicants who have not participated in the above mentioned exams and are also concurrently applying for Inventory Control Assistant II (Exam Number R0736B) will take the written test one time. The resulting score will be transferred to all applicable examinations for which they applied.

WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19. IN ADDITION, REQUESTS FOR HANDSCORING FOR THIS EXAMINATION WILL NOT BE GRANTED.

ALL NOTIFICATIONS WILL BE MAILED VIA UNITED STATES POSTAL SERVICE (USPS).

Applicants must meet the Minimum Requirements and receive a passing score of 70% or higher on the weighted part of the examination in order to be placed on the Eligible List.

**Special
Information**

**TEST PREPARATION RESOURCES ARE AVAILABLE TO
HELP CANDIDATES PREPARE FOR WRITTEN
EMPLOYMENT TESTS:**

An interactive, Online Test Preparation System for taking practice tests and printable information may be accessed on the Department of Human Resources website at:

<http://hr.lacounty.gov>

Please click on "Job Info Center." In the section "Some helpful links," click on "Employment Test Preparation."

You can also access practice tests for the computerized version of the test by going to the following website:

<http://service.shl.com/shl-on-demand-candidates/index.php?action=showEntry&data=1444>

While these practice materials will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.

**Vacancy
Information**

The resulting eligible list will be used to fill vacancies throughout Los Angeles County departments. Departmental eligible lists will be established upon request by departments having this class.

**Eligibility
Information**

The names of the candidates receiving a passing grade in the examination will be placed on the eligible list in the order of their group for a period of twelve (12) months following the date of promulgation.

**Job Opportunity
Information**

Restricted to permanent employees of the County of Los Angeles who have successfully completed their initial probationary period and meet the qualifying requirements. Applicants must indicate their department name on the employment application.

**Application and
Filing
Information**

**APPLICATIONS MUST BE FILED
ONLINE ONLY.**

APPLICATIONS SUBMITTED BY U.S. MAIL, FAX OR IN PERSON WILL NOT BE ACCEPTED.

INSTRUCTIONS FOR FILING ONLINE:

Apply online by clicking the link that reads "Apply to Job". You can also track the status of your application using this system. Any required documents must be uploaded before the promulgation of the list. We must receive your application and additional documents if any by 5:00 pm, PST, on the last day of filing.

All information is subject to verification. We may reject your

application at any time during the examination and hiring process, including after appointment has been made. Falsification of any information may result in disqualification or rescission of appointment.

Fill out your application completely. The acceptance of your application depends on whether you have clearly shown that you meet the minimum requirements. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed, and salary earned. If your application is incomplete it will be rejected.

SOCIAL SECURITY NUMBER:

All applicants **MUST** enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING OF USER ID AND PASSWORD:

All applicants must file their application online using their **OWN** user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

**County of Los Angeles
Information**

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

**Department
Contact Name**

Exam Analyst

Department Contact Phone	213-738-2084
Department Contact Email	rlowery@hr.lacounty.gov
ADA Coordinator Phone	213-738-2951
Teletype Phone	800-899-4099
California Relay Services Phone	800-735-2922
Job Field	Clerical
Job Type	All Others

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